



# SWITCH KIT



# Getting Started

## MAKE THE SWITCH TO BETTER BANKING TODAY!

We're glad you've decided to switch to Zia Credit Union. You can make the move in three easy steps. Everything you'll need is provided in this handy Switch Kit. If you need any help along the way, we are just a phone call away. Speak with a local customer service representative by calling 800-392-7629 or visiting one of our branches.

Since 1955, Zia CU has been dedicated to empowering generations of Northern New Mexican families through personalized service, education, and lending. We look forward to welcoming you to Zia CU and providing you and your family with financial solutions for years to come.



1

### OPEN YOUR NEW ACCOUNT.

Easily apply online or visit one of our branches to open your new Zia CU account(s).



2

### SWITCH YOUR DIRECT DEPOSITS AND AUTOMATIC WITHDRAWALS.

Do you have automatic transactions? Use the forms provided to switch them to Zia CU.



3

### CLOSE YOUR OLD ACCOUNT.

Now, it's all systems go. Fill out the provided form to close your old account(s). Your remaining account balances will be automatically transferred to Zia CU.

1001 Central Avenue • Los Alamos, NM 87544

707 Riverside Drive • Española, NM 87532 | 111 N. St. Francis Drive • Santa Fe, NM 87501

800-392-7629 • [ziacu.org](http://ziacu.org)



# Direct Deposit Authorization

Fill out this form online and email it to us or print and complete the form and bring it in to one of our branches.

Use this form to authorize your employer, retirement and pension funds, or any other agency to deposit your payment directly into your Zia CU account. Use one form for each direct deposit.

## NOTIFICATION OF DIRECT DEPOSIT AUTHORIZATION CHANGE

Company or Employer:

Address:

City, State, Zip:

Phone Number:

Fax Number:

Employee ID:

Effective immediately, please deposit the net amount of my check to my Zia CU account. I authorize (name of depositor)  to automatically deposit funds into the account below.

This authorization shall remain in place until I have submitted a new authorization, or until this authorization is changed or revoked by me in writing.

Mark your desired option.

Net Amount to Zia Credit Union **CHECKING**

Account #  Routing #

Net Amount to Zia Credit Union **SAVINGS**

Account #  Routing #

Signature:  Date:

Name:

Address:

City, State, Zip:

Phone Number:

## DIRECT DEPOSIT TO-DO LIST:

Make sure you have transferred all your direct deposits to Zia CU. Here is a list of the most common direct deposits to assist you:

- Payroll
- Investments
- Retirement Plans
- Social Security



# Automatic Withdrawal Authorization

Fill out this form online and email it to us or print and complete the form and bring it in to one of our branches.

Use this form to authorize a change to any automatic payment, deductions, or withdrawals from your account. Use one form for each automatic withdrawal. Many companies and agencies also make it easy to change your account on record online.

## NOTIFICATION OF WITHDRAWAL AUTHORIZATION CHANGE

Company or Employer:

Address:

City, State, Zip:

Phone Number:

Fax Number:

Employee ID:

Please **change** my automatic withdrawal from the following account:

Financial Institution:

Account #  Routing #

Please make all **future** automatic withdrawals from the following account:

Financial Institution:

Account #  Routing #

### Authorization

This authorization will remain in effect until I have submitted to you a new authorization, or until you have been notified by me in writing that this authorization has been changed or revoked.

Signature:  Date:

Name:

Address:

City, State, Zip:

Phone Number:

## AUTOMATIC WITHDRAWAL TO-DO LIST:

Make sure you have transferred all your automatic payments to Zia CU. Here is a list of the most common automatic payments to assist you:

- Home Mortgage
- Auto Loans
- Utilities
- Insurance
- Cable/Internet
- Gym/Club Membership
- Credit Cards
- Investments
- Subscriptions
- Charitable Donations



# Account Closure Authorization

You can authorize your remaining balance to be deposited automatically to your new Zia CU account(s) or paid by a check forwarded to your mailing address.

Use this form to close your account(s) at your former financial institution. Be sure to verify any outstanding items have cleared your old account.

## NOTIFICATION OF ACCOUNT CLOSURE AUTHORIZATION

To Whom It May Concern:

Financial Institution: [ ]  
Address: [ ]  
City, State, Zip: [ ]

Please close my account:

Account Number: [ ]  
Primary Owner: [ ]  
Address: [ ]  
City, State, Zip: [ ]

Please send the remaining balance to:

Mark your desired option.

Please deposit directly to my new account at Zia Credit Union.

Account # [ ] Routing # 307084240

Please forward me a check to my address listed below.

Primary Signature: [ ]  
Date: [ ]  
Secondary Signature: [ ]  
Name: [ ]  
Address: [ ]  
City, State, Zip: [ ]  
Phone Number: [ ]

## WELCOME TO ZIA CREDIT UNION!

Congratulations, your switch to Zia Credit Union is complete. We hope you will enjoy all the benefits that come with being a member: great rates, favorable terms, rate-matching, rewards for loyalty, local customer service and much more. Welcome to the Zia Credit Union family!

## DISCLAIMER

Zia CU is not responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. Please maintain your balance in your old account to cover all outstanding deposits and withdrawals as Zia CU is not responsible for charges accrued for insufficient funds. Zia CU is not responsible for early withdrawal penalties when transferring a Certificate of Deposit. Check your maturity date before authorizing this type of request.

This credit union is federally insured by the National Credit Union Administration and is an Equal Housing Opportunity Lender.

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